RNs
RECORDING TIME WORKED
GUIDELINES

PURPOSE:

- The uninterrupted delivery of quality care and patient safety requires that nurses report to work as scheduled and on time, thereby minimizing the disruption to operations.
- These Guidelines provide for uniform and equitable treatment based upon standards known by every nurse.
- These Guidelines educate nurses on expectations and notify them at what point corrective disciplinary action will be instituted.

DEFINITIONS:

- Tardiness – In-Late :

  A nurse is expected to swipe in at her scheduled start time. Nurses who swipe in 5 minutes or more after their scheduled start time will be considered tardy and subject to corrective action under these Guidelines.

- In-Early Swipe:

  A nurse is considered to have an in-early swipe if she swipes in more than 5 minutes before her scheduled start time. Nurses may be permitted to swipe in early upon prior approval of their manager or her designee.

- Missed Swipe:

  A nurse is considered to have a missed swipe if she does not swipe in and/or out on a scheduled work day.

- Extenuating Circumstances:

  An occurrence that is unexpected, such as a heavy snowfall resulting in extensive tardiness throughout the organization or a broken I.D. badge on the off-shift, weekend or holiday.

- Unforeseen Emergent Circumstance:

  An unforeseen declared national, State, or municipal emergency; an extraordinary event which is unpredictable or unavoidable.

- Occurrence:

Tardy Occurrence:	Defined as one (1) In Late.
In Early Swipe Occurrence:	Defined as one (1) In Early.
Missed Swipe Occurrence:	Defined as failing to swipe either in and/or out on a scheduled work day

DISCIPLINE PROCEDURES:

A. In-Early and Missed Swipes

Recognizing that **In-Early** unapproved swiping and missed swiping is costly to the Hospital and causes an unnecessary administrative burden, persistent occurrences of In-Early swiping will be addressed by the Department Manager.

The following progressive disciplinary measures will be taken for **Missed Swipes**:

- 4 Occurrences in the previous twelve months = Verbal Counseling
- 8 Occurrences in the previous twelve months = Verbal Warning
- 12 Occurrences in the previous twelve months = Written Warning
- 16 Occurrences in the previous twelve months = Final Warning
- 20 Occurrences in the previous twelve months = 1 Day Suspension Without Pay
- 24 Occurrences in the previous twelve months = Termination

B. Tardy – In-Late

Recognizing that being tardy or swiping-in late is disruptive to patient care, poses a burden to fellow nurses and adversely impacts operational routines, the following progressive disciplinary measures will be taken:

- 4 Occurrences in the previous twelve months = Verbal Counseling
- 6 Occurrences in the previous twelve months = Verbal Warning
- 8 Occurrences in the previous twelve months = Written Warning
- 10 Occurrences in the previous twelve months = Final Written Warning
- 12 Occurrences in the previous twelve months = Termination

C. Unforeseen Emergent or Extenuating Circumstances

A tardy or missed swipe that occurs as a result of an unforeseen emergent or extenuating circumstance shall not count as an occurrence under the above discipline procedures.

REDUCTION/ELIMINATION OF DISCIPLINE

- A nurse with no disciplinary record for violations of the above standards will have her occurrence level monitored for the previous twelve (12) months. If in any twelve (12) month period the number of occurrences reaches a disciplinary level, supervision shall take the appropriate action.
- A nurse who improves her tardiness and/or time swipe record is eligible for a reduction in discipline.
    - The nurse who has exceeded *six (6) full calendar months of work* before arriving at the number of occurrences which would trigger the next discipline level will be lowered by one step.

- **EXAMPLES:**

  - Discipline levels will be LOWERED in the following manner. If a nurse has exceeded six (6) ~~*twelve (12) full calendar*~~ *months* without related disciplinary action:

    - If at a Final Written Warning, the next step will be a Written Warning.
    - If at a Written Warning, the next step will be a Verbal Warning.
    - If at a Verbal Warning, the nurse is no longer in the discipline process.

Note: This Policy will become effective upon ratification of the Collective Bargaining Agreement. Any prior discipline issued for violations of the previous Recording Time Worked Guidelines will be eliminated.

For the Hospital	For the Union
Date	Date

ATTENDANCE CONTROL GUIDELINES
UNION NURSES

PURPOSE:

- The success of Allegheny is based in part on employees reporting to work as scheduled and on time thereby minimizing the disruption of operations.
- The intent of these guidelines is to provide for uniform and equitable treatment based upon standards known by every employee in the department. It is also intended to notify employees at what point corrective disciplinary action will be instituted.

DEFINITIONS:

- Absenteeism:

  An employee is considered absent if he/she has unscheduled time off work of greater than one-half the shift. This unscheduled time off work may include sick leave, vacation time, or unpaid time off.

- Occurrence:

  An absenteeism occurrence is defined as one (1) or more consecutive workdays, inclusive of scheduled days off. A tardy occurrence is defined as one (1) In Late or one (1) Leave Early.

- Workers Compensation:

  Time away from work due to a work related injury or illness is not counted toward the attendance control guidelines.

- Family and Medical Leave Act (FMLA):

  Absences, which are considered FMLA, are not counted as occurrences under the attendance control guidelines. This includes absences due to FMLA-reduced work schedules.

- Extenuating Circumstances:

  Extenuating circumstances, which are verifiable, may result in excused absenteeism where appropriate (e.g., heavy snowfall resulting in extensive absenteeism throughout the organization).

DISCIPLINE PROCEDURES:

- Before disciplinary action is taken, supervision will review an employee's record for prior disciplinary action and patterned absenteeism. An employee's overall record will be taken into consideration.
- An employee with no disciplinary record for absenteeism will have their occurrence level monitored for the previous twelve (12) months. If in any twelve (12) month period the number of occurrences reaches a disciplinary level, supervision shall take the appropriate action.
- An employee who improves their attendance record is eligible for a reduction in discipline.

- The employee who has exceeded *six (6) full calendar months* before arriving at the number of occurrences, which would trigger the next discipline level, will REPEAT the prior step.

- The employee who has exceeded *twelve (12) full calendar months* before arriving at the number of occurrences, which would trigger the next level of discipline, will be LOWERED by one (1) step.

EXAMPLES:

- Discipline will be REPEATED in the following manner. If employee has exceeded *six (6) full calendar months* without related disciplinary action:
    - If at a Final Written Reprimand, the next step will be a Final Written Reprimand.
    - If at a Written Reprimand, the next step will be a Written Reprimand.
    - If at a Verbal Reprimand, the next step will be a Verbal Reprimand.

- Discipline levels will be LOWERED in the following manner. If employee has exceeded *twelve (12) full calendar months* without related disciplinary action:
    - If at a Final Written reprimand, the next step will be a Written.
    - If at a Written reprimand, the next step will be a Verbal.

OCCURRENCE LEVELS:

4 Occurrences	=	Verbal
6 Occurrences	=	Written
8 Occurrences	=	Final Written
10 Occurrences	=	Discharge